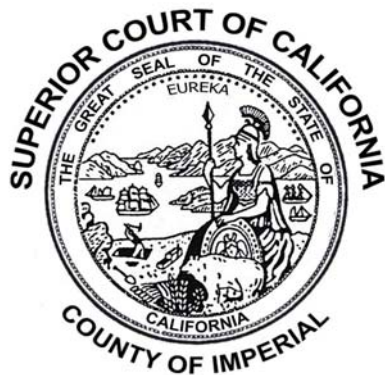


Superior Court of California
County of Imperial



WEAPONS SCREENING

PROTOCOLS

September 2006

COURT SERVICES

WEAPONS SCREENING PROTOCOLS

I. General

- A. Security and safety of employees and the public who enter any Superior Court facility located in Imperial County is the responsibility of the Imperial County Sheriff's Department Court Services Division and Desert Security Services. To that end, it is necessary to conduct a "Screening Process" at the main entrances of the Brawley, Calexico and El Centro Courthouses, along with the handicapped entrance of the El Centro facility.
- B. The purpose of the screening process is to detect weapons, explosives, incendiary devices or any other objects that could be used as weapons. The goal is to prevent these items from entering the facility and thereby breaching security and safety.
- C. Staffing at the screening area shall be the responsibility of Desert Security Services, a contracted security service. The Imperial County Sheriff's Department and Desert Security personnel are responsible for assuring the security of each courthouse and its occupants. Desert Security personnel shall be screening each person and object entering the court building. The security guards are supervised by an on-site security supervisor.
- D. Desert Security Personnel assigned to the El Centro courthouse shall be designated as ECHO units (ECHO to reflect the El Centro facility)
- E. Desert Security Personnel assigned to the Brawley courthouse shall be designated as BRAVO units (BRAVO to reflect the Brawley facility)
- F. Desert Security Personnel assigned to the Calexico courthouse shall be designated as CHARLEY units (CHARLEY to reflect the Calexico facility)

II. Authority

- A. The ultimate authority for the screening process shall be the California Penal Code and the Presiding Judge of the Superior Court of Imperial County.
- B. A private citizen shall not be allowed to bring or possess any unauthorized weapon into a county courthouse. This includes all items mentioned in the following California Penal Code sections.
 - 1. 171b P.C. - Unauthorized possession of weapons in state or local public building or at public meeting.
 - 2. 244.5 P.C. - Stun gun or taser

3. 653k P.C.- Switch blade knife having a blade longer than two inches
4. 12402 P.C. - Tear gas weapon

III. Implementation

- A. The following procedures have been developed to clarify the intent of the previously mentioned California Penal Code sections and ensure uniformity of their application by Sheriff's Court Service and Desert Security personnel who staff and support the security stations at the Superior Courts.
 1. Any potential weapon, as described in the Penal Code will be physically inspected by Deputy Sheriff/Bailiff to confirm whether it meets the code definition. Any weapon so detected will be immediately confiscated and the holder may be denied entry into the facility and subject to arrest. Any person may be denied entry into a courthouse that possesses a weapon or other object that represents an unreasonable danger to court security or public safety. Unauthorized items may be stored within designated areas prior to entering into courthouse. Security guards will direct person to place item in storage lockers and allow them to retrieve the item as they exit the building.
 2. Any article detected to have the potential of causing physical harm, will be inspected to determine whether it has been filed, sharpened, honed, or in any other manner altered to the extent it has weapon capabilities. Any such weapon so detected, if in violation of a penal code section, will be immediately confiscated and the holder may be denied entry into the facility and may be subject to arrest.
 3. All confiscated weapons seized pursuant to applicable penal code sections shall be held as evidence and will not be returned until the adjudication of the case. Legally authorized weapons will not be confiscated, nor held for safekeeping, and shall therefore not become county property.
 4. California Penal Code, section 171b prohibits the carrying of guns and other weapons in state or local public buildings, specifically including courthouses, except when they are to be used as evidence. This section was recently modified and now applies to peace officers, under certain circumstances. Subdivision (b) (2) (a) of the revised statute exempts peace officers, retired peace officers with CCW permits, peace officers from other states or the federal government in an official capacity, or persons assisting in an arrest or preserving the peace while doing so.

However, subdivision (b) (2) (b) specifically withdraws the exemption when the peace officer is a party to a lawsuit pending in the particular courtroom. There is no provision allowing a judge to overrule this prohibition in a particular case. Therefore, if a Deputy Sheriff or a Police Officer is a plaintiff or a defendant in a lawsuit (including a family law matter), whether on or off duty, he or she is prohibited from carrying a weapon inside the building on the day of entry for purposes of attending a hearing on his/her particular case. Gun lockers are available at the entrances to store weapons that cannot be brought into the building. Security guards will complete the Security Box Property Inventory form. Peace Officers will place their weapon in the gun locker, lock the unit and keep the key. At the completion of their court business, the Peace Officer will sign out the weapon, extract the weapon and return the key to the guard.

- B. In addition to being charged with the operation of courtrooms, the responsibilities of the Deputy Sheriff/Bailiff is to provide law enforcement assistance to Desert Security personnel assigned to the screening stations and for any incidents inside the courthouses. Generally, city police personnel (Brawley, Calexico and El Centro) are solely responsible for taking any criminal reports and filing them with the District Attorney's office for criminal investigation outside of the courthouses.

In case of emergency, Court Sheriff Sergeant or OIC will designate a bailiff to assist security guards. Bailiff will coordinate with their assigned Judicial Officer to ensure that courtroom is secure before responding to security station emergencies.

- C. One of the key elements of the courthouse security system is screening those persons entering the courthouse. By requiring persons to pass through a secured entrance for the inspection of their personal and hand-carried items, eliminates unauthorized weapons, explosive devices and/or other objects and devices that could be used to harm or threaten courthouse occupants.
- D. Front entry screening may require a different number of personnel depending on location and court scheduling. Guards will contact the Court Sheriff Sergeant or Officer in Charge (OIC) if they experience long lines that may cause delays. The Court Sheriff Sergeant or OIC will contact court management. Bailiffs not assigned to courtrooms will be available to assist with entrance security. Five basic tasks are required of contract security at the checkpoint where the x-ray machine is used. They are:

1. Monitoring and control of the entrance lanes.
2. Monitoring of x-ray images.

3. Observation of persons passing through the metal detectors.
 4. Physical inspection and control of items indicated by x-ray examination.
 5. Follow-up inspection of persons activating metal detectors.
 6. Observation and control of the exit lane.
- E. While the screener's main responsibility is to screen persons for weapons, explosives and other dangerous articles, screeners may confront situations in which the behavior of an individual leads a screener to suspect the person might be dangerous or threatening. In those cases Desert Security personnel will contact a Deputy Sheriff/Bailiff for assistance.

Any time security encounters abnormal behavior and/or an unusual situation they should rely on the Deputy Sheriff/Bailiff for assistance. Security should not hesitate to call upon a Deputy Sheriff/Bailiff, when in their judgment the situation is out of the ordinary.

- F. The public has certain legally defined rights in regards to screening. They have the right to refuse the screening process and inspection of their belongings. They have the right to stop the screening of his/her person and his/her possessions at any time unless an obvious threat is identified.

If a person elects not to be screened or to submit his or her belongings to inspection (or withdraws consent during screening) entry into the facility will be denied. In a situation where there is conflict between screeners performing their assigned duties and the person's rights as defined by law, the person will be referred to the Court Sheriff Sergeant or OIC.

- G. The security screener is the system's most visible contact with the public. Therefore, persons serving as screeners are extremely important. How they act, how they look, and how they communicate are all critical to a security system's effectiveness. For the most part, the public does not object to screening. They comply because they know it is important for their safety. Persons not only accept the process, but also feel more secure by its presence.

If screeners do their job efficiently and courteously, most persons will cooperate. A screener's actions, appearance and speech must project the seriousness of the screening process at all times. Screeners must not behave in a manner that could jeopardize the public's expectations of a professional screener. They cannot afford to appear inattentive or lax in the conduct of their duties and responsibilities.

- H. Proper screening procedures consist of the inspection of the person and any hand-carried items that the person wishes to take beyond a screening checkpoint. A screener's primary task is to detect firearms, explosives, incendiary devices, or other potentially dangerous items that could be used as weapons. Illegal drugs may be detected and the item and person should be referred to a Deputy Sheriff/Bailiff.

As new and different threats arise, screeners must be alert to these changes and to the threat they represent. Also, despite sophistication of new weapons and/or explosive devices, screeners must remember that the older weapons and devices still represent a threat. Persons attempting to pass through the security checkpoint with a weapon must be treated with great caution.

- I. All persons who intend to enter Superior Court facility are subject to search prior to entry. This includes court employees, the general public, or anyone else who desires to enter the facility. Exceptions to this policy are uniformed peace officers, judicial officers, court employees or maintenance employees displaying proper identification and transporting bulky items into the courthouse (i.e. couriers, contractors, County Property Services).

IV. Equipment / Operations

- A. The three main tools used to screen persons and items at the front entry are the walk-through metal detector, hand-held metal detection device and X-Ray machine. The operation of the x-ray machine, hand-held wand and metal detector shall be in strict accordance with the manufacturers instructions. The manufacturers operating manuals shall be made available for all personnel to review.
- B. Screeners may find people with heart pacemakers who are concerned about the effect of the metal detectors on their pacemakers. Although people do have the right to request a consent search, screeners can assure people that all metal detectors in the courthouses are safe.
- C. The person to be screened should be directed to pass through the walk-through metal detector. The walk-through unit is sensitive to metal passing through the unit as well as metal near it. Screeners should be particularly careful to ensure that all people place all hand held items large enough to conceal a weapon or explosive device on the conveyor belt to be screened by the x-ray machine. Prior to passing through the metal detector, the person should be asked to remove all metal objects from his/her pockets. If the alarm does sound, the screener should request that the person remove any metal objects that could be the source of the alarm and place them in the container provided. The items in the container should be inspected by the screener to make certain it is not an unauthorized item. The container should be positioned so the person's belongings are safe and in view of the screener and the person entering. The

person should then be requested to pass through the walk-through metal detector a second time. If the alarm sounds again, the screener should use a hand-held metal detector for inspection.

These units are sometimes referred to as “hand wands”. Anytime an alarm sounds, the source must be identified. Until the person is cleared, he/she should not be given access to any hand-carried items that have passed through the x-ray machine. However, screeners should understand that they are responsible for controlling those items until the person can be cleared or referred to a Deputy Sheriff/Bailiff.

- D. The hand-held unit is also sensitive to metal, but will only alarm when the unit is placed in close proximity to a metal object. It should be tested when a screener comes on duty and before each use by placing it near a metal object. If the unit does not alarm, the screener should check to make sure that it is turned on and that the battery is good. The most frequently encountered problem is a dead battery. Guards are responsible for ensuring that an extra battery is available. They can be ordered through management. If the unit still does not work correctly, the problem should be referred to the screener’s supervisor.

The hand-held metal detector should be used in accordance with the procedures recommended by the manufacturer. Most recommend that the broad surface of the sensing element be used parallel to the area being inspected, 1 to 3 inches from the person’s body. The preferred hand-wand technique is to start at the same location on the person’s body each time.

The inspection should follow a systematic pattern until the screener has covered both the front and back of the person’s body, from the top of his/her head to the floor. There have been situations where persons have attempted to use obvious metal objects to divert the screener’s attention away from another item the person was knowingly trying to pass through the checkpoint.

Therefore, even if a screener identifies a metal object that could be the cause of the alarm, the screener should resume the inspection at the same location on the person’s body, and continue until the person’s entire body has been inspected to ensure that there are no other potential threats hidden in other places. For example, the backs of belt buckles sometimes conceal a sharp blade.

- E. If the hand-wand inspection does not resolve the source of the alarm, a consent search is the next procedure used to locate the source of the alarm. This involves the Deputy Sheriff/Bailiff physically “patting down” the questioned area of the person’s body. The word “consent” means the individual must agree to the search. Unless consent to search is obtained from the person, he/she cannot enter the court facility. Caution should be used when

conducting the consent search when the Deputy Sheriff/Bailiff is the opposite sex of the person being searched.

If the person being screened requests someone of the same sex to conduct the screening, the Screener or Deputy Sheriff/Bailiff should comply with the person's request. The search should be limited to the area of the unresolved alarm and only to the extent necessary to ensure there is no weapon. If the Deputy Sheriff/Bailiff determines there is no weapon, the person may be cleared to enter beyond the screening point. If the person cannot be cleared, the Deputy Sheriff/Bailiff should refer the person to Court Sheriff Sergeant or designated OIC.

- F. All hand-held items must be inspected. This can be accomplished either by x-ray inspection or physical inspection. The combined use of the two methods is generally standard operating practice. Screeners, therefore, should be proficient with both procedures. The x-ray unit is an important tool in the screening process to ensure that hand-carried items do not contain dangerous articles that could present a threat to anyone. An x-ray unit is, however, a tool and only as effective as the person using it.

Even though x-ray machine technology can vary from manufacturer to manufacturer, and even model to model by the same company, good x-ray inspection procedures begin when an article is placed on the conveyor belt. Therefore, it is important that screeners are aware of the direction of the x-ray beam for each unit they will be required to use so all items will be properly loaded with the widest, flattest surface presented to the x-ray beam. Screeners will encounter many persons who are concerned about the effects of x-ray on electronic devices, audiotape, videotape, computer disks, and cameras.

Although persons do have the right to request that any item be physically inspected, screeners can assure them that x-ray units used in the United States have no effect on these items since most use a low intensity, short-pulse x-ray. These units should be inspected often to ensure that all units meet standards set by state and federal agencies. The greatest confusion in this area surrounds camera film. All average speed consumer camera film can be x-rayed inspected without harm. However, scientific film, x-ray film and very high-speed film (ASA 1000 or higher) are probably best physically inspected.

Screeners should be thoroughly briefed on the specific operating procedures for each model of x-ray equipment they will be required to use. The briefing should include all pertinent information. Most modern x-ray units emit very small amounts of radiation, usually much less than that emitted by a color television set.

- G. Black & White x-ray units will display objects as shadows; the more dense the objects, the darker the shadow. To do a good job of image interpretation,

screeners must make sure that they are seeing a good image display. The picture brightness and contrast controls can be adjusted to each screener's preference. Also, screeners should report to their supervisor any component of the x-ray system not operating properly. x-ray interpretation is a very challenging and sometimes difficult part of a screener's job; therefore, they should not allow themselves to be rushed.

No matter how busy a checkpoint is, or what distractions occur, screeners who are viewing an x-ray machine should look at the screen long enough to positively identify the contents of each hand-held item. It is very important that screeners know and understand the system for evaluating what they observe on the x-ray unit monitor. Refer to the x-ray operation manual for detailed instructions.

- H. Screeners must keep in mind that in many cases the screening process can be a difficult and demanding experience for non-ambulatory and other physically impaired persons. It is extremely important that screeners be especially sympathetic in situations involving screening this category of persons. In screening persons with physical impairments, screeners must perform a complete and thorough screening, and at the same time respect the person's dignity.

The key is the screener's sensitivity to the person's physical condition. For instance, when a non-ambulatory person arrives at the screening point in a wheelchair, they should inquire if he/she is able to walk through the metal detector, or stand far enough away from the chair to allow inspection with a hand-held unit. If this is not possible, a consent search is required. Hand held items should be processed in the normal manner. In all cases, the screener should search the wheelchair to make sure there are no weapons, components of weapons, explosive devices, and/or components of explosive devices concealed in any part of it.

- I. There will be occasions when screeners will encounter persons who do not speak English. In most cases, a calm, friendly approach will allow the screener to process the person in a normal manner. However, if the situation requires complicated communication, the screener should request assistance from someone who can interpret. Screeners will also encounter very young children in strollers or in other child carrying devices on a regular basis. If the child cannot walk unaccompanied, they must be carried through the metal detector by a parent or guardian. The stroller or other child-carrying device should be examined for a possible concealed weapon or other dangerous articles.
- J. Because the Superior Court has frequent deliveries made by vendors such as bottled water companies and snack machine vendors, it is best for security staff to get acquainted with those persons making the deliveries. Each time the

person who makes deliveries enters any courthouse; they will be screened. Items being brought into the courthouse will be manually screened and after screening can be taken around the metal detectors into the facility.

In most cases, the items carried on carts are too large to pass through the metal detector. When deliveries are made that are large enough to be carted in, one box or object will be randomly screened. If the delivery is small enough to be hand carried, each object will be screened through the x-ray machine or manually inspected.

- K. During the course of the screening process, a screener may observe something that, although not a weapon, he/she has reason to suspect may be illegal. The contraband most often encountered at screening checkpoints is controlled or illegal drugs and/or paraphernalia. The screener making the discovery should immediately contact a Deputy Sheriff/Bailiff. The Deputy Sheriff/Bailiff will handle the situation from that point on and will make appropriate reports and take appropriate action.
- L. Security guards will report any equipment and/or facilities related problem to Court's Facilities Manager as these are observed.

V. Forms

- A. Part of the responsibility of Desert Security Services personnel, is to maintain documentation of events and statistics. There are four forms that must be completed to accomplish this mission. They are as follows:

- 1. Pass-On and Equipment Service Log

The Pass-On and Equipment Service Log is used to communicate pertinent information and report equipment problems relating to the front entry or security of the courthouse. There is no limitation to what can be entered in the Log other than to exclude personal information such as social events. Detailed information regarding equipment problems shall be recorded for proper follow-up and repair by service personnel.

- 2. Officers Log

The Officers Log is used to document peace officers who enter the court house in uniform or in plain clothes. Officers who are identified should be asked to sign in on the log providing the appropriate information. Any officer who discloses that they are at the court for personal business will not be allowed in the court with weapons. All officers will be asked to log out upon departure.

3. Contraband Detection Log

The Contraband Detection Log is used to document unauthorized items discovered at each entry point. This document can be used as a tally sheet for contraband detection as it occurs. At the close of each day, this form will be faxed over to the Court Administration who will forward to the OIC as necessary.

4. Security Box Property Inventory

This form is used to document items secured in the gun lockers. See Section III.A.4 and VII.D for instructions.

VI. Evidence

A. When court evidence, specifically firearms, ammunition, deadly weapons, knives, tear gas containers, taser-stun guns, and metallic or paint projectile instruments are transported in any Superior Court facility by anyone other than a sworn peace officer, for the purpose of submitting into court evidence, the following procedure will be implemented.

1. The individual transporting any of the above described items and the property will be properly identified.
2. Obtain confirmation with the courtroom Deputy Sheriff/Bailiff on the expected arrival of evidence.
3. The transporting individual will be requested to remain at the main entrance with the property, until he/she can be provided with an escort by the investigating peace officer from that respective law enforcement agency or a Sheriff's Court Services Deputy Sheriff/Bailiff.
4. The Court Sheriff Sergeant or the designated OIC will be immediately provided with information regarding the situation.
5. Under no circumstance will the evidence's chain of continuity be broken by a Sheriff's Court Services Deputy Sheriff/Bailiff or contract security agent.
6. Desert Security personnel will contact a Deputy Sheriff/Bailiff in situations involving firearms. The Deputy Sheriff/Bailiff will ensure that the firearm is rendered un-operable, prior to entering the courthouse. Gloves will be available at each station for use by security personnel when inspecting hazardous items.

7. When a Deputy Sheriff/Bailiff determines that a firearm is rendered un-operable, he/she will immediately advise the courtroom Deputy Sheriff/Bailiff where the property is being submitted as evidence.

VII. Miscellaneous

A. Main Entrance Hours (El Centro, Brawley, and Calexico Courthouses)

1. 7:30AM-5:00 PM
2. Entry into a Superior Court facility before or after hours will be at the discretion of the Presiding Judge of the Superior Courts.

B. Consumption of Food & Liquid refreshments

1. During the open hours of 0730 to 1700 hours, Desert Security and Sheriff's Department personnel shall refrain from consuming food or liquid refreshments while positioned at any entry point.

C. Found/Unclaimed Property

1. All found/unclaimed property recovered by Deputy Sheriff and Desert Security personnel shall be processed daily. A log of all such property shall be maintained by Desert Security guards and kept in designated lost and found container. If items are to be placed into a Sheriff's evidence locker, an incident report number will be generated and a brief report filed.

D. Gun Lockers

If a prohibited item is brought into the Court the entrance security guards will interview the customer to determine why the customer has the item. During this interview, if the customer does not appear threatening, the guard will request the customer to leave the courthouse and to re-enter upon securing the prohibited item. If the customer appears threatening in any way, the guard will contact the OIC. Some court customers will be traveling by foot or bus and have no means to efficiently return a prohibited item to a secure location. Only in these cases will the guards secure the prohibited item in the gun lockers. The guard will carefully place the item in the gun locker and give the customer a tag that identifies which locker holds the prohibited item. In addition, the guard will document the customer's information on the contraband log.

E. Mandatory Security Positioning

1. El Centro Court House

Between 0730 and 1700 hours, contract security personnel will maintain a constant duty assignment at the following two positions

- (a) Front entrance
- (b) Downstairs handicapped entrance

2. Brawley Court House

Between 0730 and 1700 hours, contract security personnel will maintain a constant duty assignment at the front entrance

3. Calexico Court House

Between 0730 and 1700 hours, contract security personnel will maintain constant duty assignment at the front entrance

VIII. Prohibited Items

A. The following described items will not be allowed within any Superior Court facility located in Imperial County

1. General Items

- (a) Any firearm possessed by persons without CCW permits (non-peace officers)
- (b) Any taser or stun gun
- (c) All bullets and ammunition
- (d) Any instrument that expels a metallic projectile, such as a BB or pellet, through the force of air pressure, CO2 pressure, or spring action, or any spot marker gun or paint gun
- (e) All gun-shaped lighters
- (f) Toy guns
- (g) Handcuffs-Non-sworn law enforcement out of uniform

2. Chemical Agents

- (a) Any unauthorized tear gas weapon

3. Knives

- (a) Any knife with a blade length in excess of four inches, the blade of which is fixed or is capable of being fixed in an unguarded position by the use of one or two hands.
- (b) Any switchblade knife having the appearance of a pocketknife and includes a spring-blade knife, snap-blade knife, the blade or blades of which are two or more inches in length and which can be released automatically by a flick of a button, pressure on the handle, flip of the wrist or other mechanical device.

Court Security Procedures

Subject: Court Opening Policy & Procedures – **El Centro Courthouse**

I. Responsibility

- A. The Imperial County Sheriff's Department and Desert Security Services are directly responsible for the continuous overall security at the Superior Court facility in El Centro, California.
- B. Deputy Sheriff Bailiff personnel and Desert Security Services personnel shall be knowledgeable in assuming the duties for conducting opening procedures at the El Centro Courthouse.
- C. The Desert Security Services Supervisor shall designate security personnel with the specific duty assignment for conducting opening operations.
- D. Desert Security Personnel assigned to the El Centro Courthouse shall be designated as ECHO units (ECHO to reflect the El Centro Courthouse).

II. Procedures

- A. Personnel designated to conduct opening operations will be provided with specialized keys for mission accomplishment.
- B. Deployment of duty personnel shall be identified as an underlap shift with commencement and termination hours of 0730 and 1700 hours.
- C. The El Centro Courthouse will be opened utilizing the following sequential procedures.
 - 1. Security guard will conduct a security check of the outer perimeter of the facility to ensure doors are locked. Security guards will lock open doors. Other security breaches will be immediately reported to Court Sheriff Sergeant or OIC.
 - 2. Enter building from the main front entrance doors.
 - 3. Turn on hallway and entry lights.
 - 4. Obtain x-ray equipment keys, wand, and radio from locked designated area.

5. Activate metal detection equipment. Inspect sensitivity on walk-thru metal detectors.
6. Activate x-ray equipment. Inspect x-ray equipment and functions.
7. At 0740 hours, unlock front entry door for employee access.
8. When doors are unlocked, remain at front entrance position, monitoring entrance and screening employees with proper ID card.
9. At 0800 hours, admit general public into facility at front entrance and handicapped entrance. Screen public and all personnel entering the front entrance of the courthouse and the handicapped entrance. Maintain entrance security. Basement entrance will be restricted to persons with disabilities and persons making bulky deliveries, providing they show proper identification. All other persons must be referred to the front entrance.

III. Notifications

- A. Personnel encountering unusual situations or equipment problems shall immediately notify the Court Sheriff Sergeant or OIC.

Court Security Procedures

Subject: Court Opening Policy & Procedures – **Brawley Courthouse**

I. Responsibility

- A. The Imperial County Sheriff's Department and Desert Security Services are directly responsible for the continuous overall security at the Superior Court facility in Brawley, California.
- B. Deputy Sheriff Bailiff personnel and Desert Security Services personnel shall be knowledgeable in assuming the duties for conducting opening procedures at the Brawley Courthouse.
- C. The Desert Security Services Supervisor shall designate security personnel with the specific duty assignment for conducting opening operations.
- D. Desert Security Personnel assigned to the Brawley Courthouse shall be designated as BRAVO units (BRAVO to reflect the Brawley Courthouse).
- E. Individuals accessing Behavioral Health Services who refuse to court facility screening, will be asked to wait until a representative from Behavioral Health Services is summoned to escort the person to their office, after properly being screened.

II. Procedures

- A. Personnel designated to conduct opening operations will be provided with specialized keys for mission accomplishment.
- B. Deployment of duty personnel shall be identified as an underlap shift with commencement and termination hours of 0730 and 1700 hours.
- C. The Brawley Courthouse will be opened utilizing the following sequential procedures.
 - 1. Conduct a security check of the perimeter of the facility.
 - 2. Enter building from the main front entrance doors.
 - 3. Turn on hallway and entry lights.
 - 4. Set building alarm to "Off" position.

5. Obtain x-ray equipment keys, wand and radio from locked designated area.
6. Activate metal detection equipment. Inspect sensitivity on walk-thru metal detectors.
7. Activate x-ray equipment. Inspect x-ray equipment and functions.
8. At 0740 hours, unlock front entry door for employee access.
9. When doors are unlocked, remain at front entrance position, monitoring entrance and screening employees with proper ID card.
10. At 0800 hours, admit general public into facility at front entrance. Screen public and all personnel entering the front entrance of the courthouse. Maintain entrance security.

III. Notifications

- A. Personnel encountering unusual situations or equipment problems shall immediately notify the OIC.

Court Security Procedures

Subject: Court Opening Policy & Procedures – **Calexico Courthouse**

I. Responsibility

- A. The Imperial County Sheriff's Department and Desert Security Services are directly responsible for the continuous overall security at the Superior Court facility in Calexico, California.
- B. Deputy Sheriff Bailiff personnel and Desert Security Services personnel shall be knowledgeable in assuming the duties for conducting opening procedures at the Calexico Courthouse.
- C. The Desert Security Services Supervisor shall designate security personnel with the specific duty assignment for conducting opening operations.
- D. Desert Security Personnel assigned to the Calexico Courthouse shall be designated as CHARLEY units (CHARLEY to reflect the Calexico Courthouse).

II. Procedures

- A. Personnel designated to conduct opening operations will be provided with specialized keys for mission accomplishment.
- B. Deployment of duty personnel shall be identified as an underlap shift with commencement and termination hours of 0730 and 1700 hours.
- C. The Calexico Courthouse will be opened utilizing the following sequential procedures.
 - 1. Conduct a security check of the East perimeter of the facility.
 - 2. Enter building from the main front entrance doors.
 - 3. Turn on hallway and entry lights.
 - 4. Set building alarm to "Off" position.
 - 5. Obtain x-ray equipment keys, wands, and radio from locked designated area. Key box located on wall next to x-ray machine.

6. Activate metal detection equipment. Inspect sensitivity on walk-thru metal detectors.
7. Activate x-ray equipment. Inspect x-ray equipment and functions.
8. At 0740 hours, unlock front entry door for employee access.
9. When doors are unlocked, remain at front entrance position, monitoring entrance and screening employees with proper ID card.
10. At 0800 hours, admit general public into facility at front entrance. Screen public and all personnel entering the front entrance of the courthouse. Maintain entrance security.

III. Notifications

- A. Personnel encountering unusual situations or equipment problems shall immediately notify the OIC.

Critical Incident Procedures

A. X-Ray Machine

If any weapons are discovered through use of the x-ray machine, Security Personnel will stop the machine while the weapon is still inside the viewing area. Security Personnel will then announce over the Court Command channel “417 at front security station”. Security Personnel will then request that the Court Sheriff Sergeant or designated OIC to respond.

The individual who brought the item will then be advised to stand by pending arrival of sworn personnel.

Upon arrival of a Sheriff’s Deputy, the incident will be turned over to that Deputy.

Any contraband confiscated will be turned over to the Court Sheriff Sergeant or designated OIC.

B. Walk-Through Metal Detector

If the metal detector signals a hit, the Desert Security Officer will first ask the person to back-up, empty out all items from their pockets and pass through the detector again. If the alarm activates again, security personnel will then use the metal detecting wand to further isolate the location on the person. The person will then be asked what metal article they may have. If subject replies that they are carrying any item, which could be construed as a weapon, the Court Sheriff Sergeant or OIC will then be notified. The Court Sheriff Sergeant or designee will then respond to the location and confiscate the item and place it in safekeeping if applicable. If item is one in which could result in an arrest, the responding Deputy will handle the incident as required (arrest or cite & release).

C. Unauthorized Entries

Any person who walks through the screening area without first submitting to the screening process, shall be detained by Security Personnel using verbal commands. Security Personnel will then notify the Court Sheriff Sergeant or OIC via radio.

If the subject refuses to be detained by verbal order, Security Personnel will not use physical force to detain the subject.

Security Personnel will advise over the Court Command channel “Unauthorized entry at _____ location.” If the unauthorized person bears a weapon, this information will also be communicated over the radio. If

possible, one Security officer will follow the subject maintaining a visual contact while advising Deputy Sheriffs of the subject's direction of travel and physical description.

The subject will then be contacted by the responding Sheriff's Deputy. The responding Sheriff's Deputy will handle the incident.

Sheriff's Court Services

SUBJECT: Found Property Accountability Procedures

I. General

- A. The Department will safeguard and properly dispose of all property, which comes into its custody at any Superior Court facility. The Department strives to maintain property in the same condition as received and to preserve evidentiary integrity. Unless property is classified as contraband, every reasonable effort will be made to ensure it's safekeeping and possible return to the rightful owner. This procedure will be utilized by all Sheriff's Court Services and contract security personnel.

II. Categories

A. Category 1

- 1. Property consisting of;
 - a. Narcotics/Dangerous drugs
 - b. U.S. Currency (coins excluded) greater than \$20
 - c. Jewelry
 - d. Credit cards
 - e. Any property of significant monetary value
 - f. Any unauthorized weapon as listed in II.B

B. Category 2

- 1. Property consisting of;
 - a. Prescription/Non-Prescription eye glasses
 - b. Keys (Automotive & Residential)
 - c. Knives (blades greater than 2")
 - d. Pagers

- e. Hand Bags/Purses
- f. Any property of little or no monetary value
- g. U.S. Currency less than \$20.00
- h. Cellular telephones

III. Processing Responsibilities

A. Deputy Sheriff's

1. Deputy Sheriff personnel will be responsible for the immediate safekeeping of all property identified in Category 1.
2. When Category 1 property is recovered, Deputy Sheriff personnel will make immediate notification to the Court Sheriff Sergeant or in his/her absence, the designated OIC.
3. The Deputy Sheriff seizing or taking custody of the property shall ensure it is properly booked without unnecessary delay.
4. The Deputy Sheriff shall complete an incident report regarding the property.
5. The found property as described in Category 1 shall be surrendered to the Court Sheriff Sergeant or designated OIC for placement into Sheriff's evidence.

B. Contract Security Guard's

1. Contract security guard personnel will be responsible for the daily safekeeping of all property identified in Category 2.
2. Contract security personnel shall ensure that the general public retrieves all personal possessions when passing through the main entrance metal detectors and submitting hand-carried property for x-ray machine inspection.
3. When time permits and at the close of each day, contract security personnel shall collect from the front entry area designated storage lockers, all found property identified in Category 2 or property identified by Deputy Sheriff/Bailiff personnel.

4. All found property will be turned over to Court Management. Items will be placed in a bag and dated.
5. The contract security guard shall log the found property on the Pass-On/Service Log.
6. On a daily basis, the Desert Security OIC will fax or deliver all Reports from the current day to the Court's Facilities Manager.

IV. Miscellaneous

A. Contraband-Defined

1. Contraband items consist of goods or merchandise, possession of which is prohibited by law. Additionally, contraband items also include any items identified within the Weapons Screening Operations Manual.

B. Releasing found property

1. When the owner of any found property is identified, the property release action will be approved by contract security guard.

C. All security guard related original forms and reports will be kept in an organized manner inside a three-ring binder. Removal of original reports and completed forms will not be authorized. Copying of originals for business reasons will be permitted, providing original documents are returned to its original place.